DOCUMENT NAME: Training

DAFIS DOCUMENT TYPE: 30

1. **Description**: Training purchased with the Request, Authorization, Agreement and Certification of Training (SF-182) will always be coded as document type 30. Training purchased with documents other than the SF-182 and its related DAFIS document types are shown below. You should refer to these document types when they are used to procure training.

Procurement Document	Document <u>Type</u>
Order for Supplies or Services	23
Contract	24
Credit Card (IMPAC)	32
Order for Supplies or Services (BPA)	38

- **2. Primary Forms:** SF-182, Request, Authorization, Agreement, and Certification of Training
- 3. Related Forms: None.
- **4. Document Number:** Standard Number unit assigned.

SAMPLE: 3094904FAB001

			ment FY Contrac				
<u>Type</u>	<u>Funded</u>	<u>Site</u>	<u>Originated</u>	Region	Elements	<u>Sequence</u>	<u>Suffix</u>
30	94	90	4	F	AB	001	

5. Accounting Line: If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/56/0/AB/12345/256C

6. FINCEN Critical Processing Requirements:

- a. Completed SF-182's must be submitted to FINCEN. Units must ensure the following information is included to facilitate financial reporting:
 - (1) Student name and class attended section A.
 - (2) Name and mailing address of training vendor section B.
 - (3) DAFIS accounting data and cost section C, block 21.

- 6. a. (4) Standard DAFIS document number section C, block 23.
 - (5) Approval signatures section D.
 - (6) Correct Bill to Address in block 5: SF182 Invoices, USCG Finance Center, P. O. Box 4108, Chesapeake, VA 23327-4108.
 - b. COPY OF DOCUMENTS MUST BE LEGIBLE.

7. Other Information:

- a. ALC 69-02-5102 must be placed in block 24 of the SF-182.
- b. For tuition reimbursement using the SF-1164, see document type 33, Miscellaneous Costs in this Chapter.

8. LUFS Information:

- a. Obligation will transmit electronically via LUFS.
- b. A copy of the purchase form should be mailed to Interagency Agreements, USCG Finance Center, P. O. Box 4108, Chesapeake, VA 23327-4108 and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

- c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent.
- d. If this document is being prepared for a vendor other than another government agency to provide training the public/government indicator should be set to "P".
- e. Standard generic input is made through the Record Spending Module.
- f. No receiving report is required.

9. Document Flow:

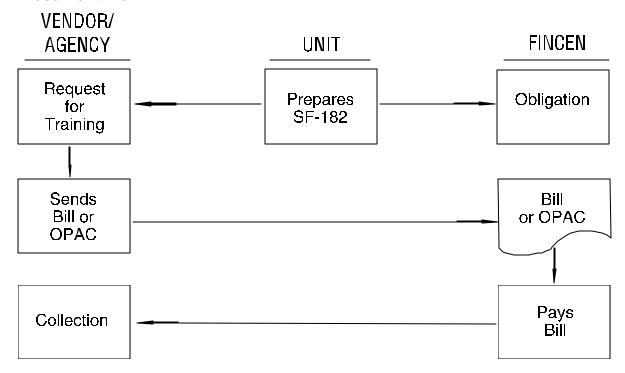


Figure 12D-45 Training

- **9**. a. Figure 12D-45 describes the procedures for processing the SF-182 for training.
 - b. To request training, the target unit prepares the SF-182, Request, Authorization, Agreement, and Certification of Training.
 - c. One copy of the request is sent to the vendor/government agency, one copy is retained in the unit files, and one copy is mailed to SF182 Invoices, USCG Finance Center, P. O. Box 4108, Chesapeake, VA 23327-4108.
 - d. The FINCEN receives an OPAC bill from the civilian government agency and an invoice from all other vendors providing the training. OPAC charges are spread to the units.
 - e. No receiving report is required.
- 10. Sample Forms: See Figure 12D-46.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
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3094904FAB001000	102F	94029F814	12345	256C	0.00	250.00-	0.00	250.00

12. References: COMDTINST M4200.13, Small Purchase Handbook.

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Figure 12D-46 SF-182, Request, Authorization, Agreement and Certification of Training